- Federal Information
- Minority and Women Targeted Resources
- Federal Agency Liaisons
- Information and Training
- Registration Requirements
- Federal Business Opportunities
- Subcontracting Opportunities
- Selling to the Military and Department of Defense
- Department of Transportation -
- Office of Small and Disadvantaged Business Utilization
- State of Illinois Small Business Information
- Illinois Department of Commerce and Economic Opportunity

Federal Information

There are dozens of federal programs to assist small businesses. Some are designed to improve the capacity of small businesses to grow and expand. Others offer low-interest or guaranteed loans, advice, counseling, and mentoriship.

For small business information and assistance from the <u>Small Business Administration</u> (SBA), visit the

SBA's Illinois District Office website

The Internal Revenue Service (IRS) also offers useful, free resources for small business on their website at http://www.irs.gov/smallbiz.

General Small Business Information

Minority and Women Targeted Resources

The federal government offers many programs that help to support minority, female and Native American entrepreneurs.

- SBA Minority Enterprise Development and 8(a) Programs
- SBA Women's Pre-Qualification Program

1/7

1 / 7

SBA Online Women's Business Center

Federal Agency Liaisons

The Small Business Paperwork Relief Act of 2002 (SBPRA) requires each federal agency to establish a point of contact to act as a liaison between the agency and small business concerns.

Federal Agency Small Business Contacts

Information and Training

Learning how to sell successfully to the government, the world's largest buyer of goods and services, can be daunting. Below is a listing of agencies to help you learn more about federal procurement and processes.

- <u>Government Contracting</u> (SBA) Resources to help you sell your products and services to the Federal government.
- <u>Small Business Administration</u> (SBA) Provides a step-by-step guide for selling to the government, with tips on bidding, marketing, and competing for government contracts, and links to free online courses.
- <u>Minority Business Development Agency (MBDA)</u> Provides an on-line system that allows minority business firms to register the company with the MBDA 's database to access contract opportunities and other resources.
- <u>General Services Administration</u> (GSA) As the government's chief acquisitions agency, GSA spends billions of dollars annually on products and services offered to all federal agencies.
- <u>Doing Business with GSA</u> Covers government procedures, marketing strategies, and bidding procedures for contracts. Also lists important contacts, such as the 11 GSA regional centers and technical advisors for small businesses.
- Office of Small Business Utilization Through outreach activities in regional offices, promotes increased access to GSA's nationwide procurement opportunities for small, minority, veteran, HUBZone, and women business owners.
- <u>How to Sell to the Government</u> Describes how GSA buys from small and large businesses, including an explanation of how GSA advertises business opportunities locally and nationally, and lists a calendar of local workshops for businesses wanting to sell to the

government.

- <u>GSA Training Programs</u> - Online and onsite courses, including How to Be a Contractor; Using GSA Schedule.

Registration Requirements

Registration is required to compete for federal government procurement and contracts.

- The federal government's <u>Business Partner Network</u> (BPN) is the single source for vendor data for the Federal Government.
- Obtain a <u>Data Universal Numbering System</u> (DUNS) number, a unique 9-digit identification number for each physical location of a business.
- Register with the government's <u>Central Contractor Registration</u> (CCR) database. For help, use <u>Central</u>
 Contractor Registration Handbook

_

- Complete an Online Representations and Certifications Application (ORCA).
- Review <u>Small Disadvantaged Business Certification and Eligibility</u> (SDB) If your business is classified as small or disadvantaged, this certification may lead to more federal procurement opportunities.
 - Additional statistical codes, required for many government forms:
- <u>North American Industrial Classification Code</u> (NAICS)Identify products or services for more than 1,000 industries.
- <u>Federal Supply Classification Groups and Classes</u> (FSC) Classify products and services purchased by the military and many civilian agencies.

Federal Business Opportunities

- <u>FedBizOpps</u> (Federal Business Opportunities) Single point of entry for announcements of federal contract opportunities over \$25,000, both civilian and military agencies. Serves both federal agencies as buyers and businesses as vendors. For help navigating the website, call toll-free (877) 472-3779; or email <u>fbo.support@gsa.gov</u>.
- Review the <u>Vendors Guide</u> to learn how to search for agency announcements, requests for proposals, classification codes, award categories.
 - For continuing business, apply to be a GSA Schedule contractor.
- Under the <u>GSA Schedules Program</u>, GSA establishes long-term government wide contracts that allow customers to acquire a vast array of supplies and services directly from commercial suppliers. Gives many businesses, small and large, further opportunities for multiple awards.
 - Also called Multiple Award Schedules (MAS) and Federal Supply Schedules (FSS).
- <u>Getting on Schedule</u> Application and approval process "to get on the Schedule" can take considerable time but may be worth it for future business with government agencies.
- GSA Schedules Training Online training and classroom instruction on the GSA Schedules Program, and how to sell to the government

Subcontracting Opportunities

A federal contract may be so large that a single company might have difficulty in providing the products or services required to meet the terms of the contract. A prime contractor may need to use subcontractors to complete contractual obligations.

- SUB-Net (SBA Subcontracting Network)
- Identify subcontract opportunities by reviewing the postings of prime contractors.
- Subcontracting Opportunities Directory (SBA)
- Identify prime contractors through a listing of contractors, with addresses and phone numbers, by state.
 - Subcontracting Directory (GSA)
- GSA contractors with subcontracting plans and goals. Companies are listed within each of the eleven GSA regions. For each, gives products and services offered, and the small business contact within the company.

Selling to the Military and Department of Defense

Many of the DOD contract announcements and registration requirements for businesses have been incorporated into <u>FedBizOpps</u> (Federal Business Opportunities), with registration at <u>Central Contractor Registration</u>

(CCR). However, there are often special requirements for selling to the military. The vast majority of DOD contracts are awarded by DOD field organizations, or specific mission-oriented agencies within an organization.

- Office of Small Business Programs (OSBP)
- DOD provides information, publications, and programs to assist small, disadvantaged, or minority businesses to compete for DOD contracts. This site offers a succinct, practical uide to DOD Contracting Opportunities

Defense Logistics Agency

- Provides links to government websites with information for small businesses wanting to sell to the military. Also there is a link to the listings of local Procurement Technical
Assistance Centers
provides information and counseling to business wanting to sell to the government.

<u>Department of Transportation - Office of Small and Disadvantaged Business Utilization</u> (DOT/OSDBU)

The US Department of Transportation's Office of Small and Disadvantaged Business Utilization (DOT/OSDBU) was created as part of the Small Business Act (SBA) to ensure that small and disadvantaged businesses are provided maximum practicable opportunity to participate in the agency's contracting process. The primary responsibility of the DOT/OSDBU is to ensure that small businesses are treated fairly and have an opportunity to compete and be selected for a fair amount of the agency's contracting and subcontracting dollars.

- OSDBU's Customers
- Small Businesses (SB)
- Small Disadvantaged Businesses (SDB)
- 8(a) firms
- Woman-Owned Businesses (WOB)
- Historically Underutilized Business Zone (HUBZone) Businesses
- Veteran-Owned Small Businesses (VOSB)
- Service-Disabled Veteran-Owned Small Businesses (SDVOSB)
- Disadvantaged Business Enterprises (DBE)
- OSDBU Divisions
- <u>Procurement Assistance Division</u> works closely with DOT prime contractors, program, and procurement officials to ensure maximum practicable opportunities for small businesses to participate in DOT contracts and subcontracts. The division provides management oversight and serves as a liaison with the Small Business Administration (SBA) in administering the various programs implemented through the DOT procurement process.
- <u>Financial Assistance Division</u> administers the Short-Term Lending Program (STLP), which offers financing at competitive interest rates to certified minority, woman-owned, and DBEs to work on transportation-related contracts. STLP provides these firms with access to the capital they need to grow and compete in the transportation marketplace.
- <u>Regional Partnerships Division</u> oversees the Small Business Transportation Resource Centers (SBTRCs), which provides small businesses at the state and local level with valuable information and technical assistance to become better prepared to compete for federal, state, and local transportation contracts.
- <u>National Information Clearinghouse</u> where businesses can obtain program and procurement information, answers to questions, and marketing tips by calling our toll-free number: 1-800-532-1169

State of Illinois Small Business Information

- Illinois Business Guide
- Tax information for Illinois businesses

Illinois Department of Commerce and Economic Opportunity

- Illinois Entrepreneurship Network
- Financing Assistance
- Business Planning Assistance
- Marketing and Product Development Assistance
- Training Assistance
- Business Assessment, Counseling and Networking
- Government Contracting Assistance
- International Trade / Export Assistance
- Regulatory Compliance Assistance
- FAQ